Help Promote Fair, Open and Effective Public Administration Join the Office of The Ombudsman

Established under The Ombudsman Ordinance, Cap. 397 of the Laws of Hong Kong, the Office of The Ombudsman has a vision to ensure that Hong Kong is served by a fair and efficient public administration. We are committed to improving public administration through independent, objective and impartial investigation into complaints of or suspected injustice caused by maladministration.

Applications are now invited for the following position:

Legal and Executive Assistant to The Ombudsman

Roles and Responsibilities

Reporting directly to The Ombudsman, the Legal and Executive Assistant will be responsible for the following duties:

(a) To serve as legal adviser to The Ombudsman;
(b) To serve as staff officer and provide administrative and executive support to The Ombudsman and accompany him at work-related meetings, functions and local and overseas visits;
(c) To work closely with The Ombudsman to keep him well informed of upcoming commitments and work progress of the Office, and to alert him of emerging or potential issues that need attention;
(d) To prepare speeches and statements, presentation materials, briefs, reports and other correspondence for The Ombudsman;
(e) To organize management meetings and take follow-up action appropriately as directed by The Ombudsman;
(f) To conduct research on legal perspectives on any matters relating to the operation of the Office as directed by The Ombudsman; and
(g) To perform other duties as assigned by The Ombudsman.

Entry Requirements

(a) Unquestionable integrity, conduct, commitment and self-driven;
(b) A recognised university degree in law or equivalent discipline;

(c) Possession of work experience in providing legal advice and/or administrative support to senior executives will be an advantage;
(d) Good command of written and spoken Chinese (both Cantonese and Putonghua) and English;
(e) Strong communication, interpersonal, problem-solving and management skills;
(f) Highly sensitive to social and political issues, and highly motivated;
(g) Able to work independently and under tight timeline and pressure; and
(h) Strong sense of confidentiality and discretion.

Remuneration and Terms

A competitive remuneration and benefits package, which includes a basic salary plus cash allowance per month, paid annual leave, general holidays, medical and dental insurance, life and disability insurance and MPF, 5-day work week, etc., will be offered. Salary will be commensurate with qualifications and work experience. The successful candidate will be appointed on contract terms generally of three years. Subject to satisfactory performance, a gratuity will be payable on completion of the contract, which, when added to the employer's contribution to a Mandatory Provident Fund scheme, equals 15% of the total basic salary for the contract period. Subject to service needs and staff performance, renewal of contract will be considered.

Application

Please send your application (which should include a cover letter explaining why you are interested in the position, why you consider yourself suitable for it and in what ways you can contribute to the Office of The Ombudsman in both English (not less than 500 words) and Chinese (not less than 300 words), a completed application form, and a CV with your expected salary) by email to hr@ombudsman.hk. Application form is available on our website (http://www.ombudsman.hk). The closing date of application is **24 February 2025.** Applicants who do not receive a reply from the Office within three months from the closing date should regard their applications as unsuccessful. For enquiries, please email to hr@ombudsman.hk.

General Notes

All applications will be treated in the ***strictest confidence****. Personal data provided will be used strictly for recruitment and employment-related purposes. Applicants may request access to and correction of personal data collected from them. Such requests should be sent to the Chief Manager at the above email address.*

The Ombudsman is an Equal Opportunities Employer.